

**APPLICANT DETAILS**

 Title:  Mr  Ms  Other

Family name:
Given names:
Other names used:
Date of birth: / / (day/month/year)

 Gender:  Male  Female

**CONTACT INFORMATION**

Address overseas (must be applicant's address – not agent's address):

Mobile telephone:
Business telephone:
Home telephone:
Email (must be applicant's email – not agent's email):

**PROGRAM SELECTION**

Choose three, and number them in order of preference (e.g. 1, 2, 3)

- |  |  |
|--|--|
| <input type="checkbox"/> Office Administration | <input type="checkbox"/> Graphic/Industrial Design |
| <input type="checkbox"/> Finance               | <input type="checkbox"/> Legal                     |
| <input type="checkbox"/> Accounting            | <input type="checkbox"/> Environmental             |
| <input type="checkbox"/> Engineering           | <input type="checkbox"/> Community Service         |
| <input type="checkbox"/> IT (informatics)      | <input type="checkbox"/> Travel / Tourism          |
| <input type="checkbox"/> Marketing             | <input type="checkbox"/> Hotels                    |
| <input type="checkbox"/> Events Planning       | <input type="checkbox"/> Other _____               |

Educational Objective (what do you intend to learn during your internship?)

Internship start date
Date: / / (day/month/year)

Internship end date
Date: / / (day/month/year)

**EDUCATION DETAILS**
**High School**

School attended:
Country:
Language of instruction:

 Completed:  Yes  No

**University or College**

Major:
Institution attended:
Country:
Language of instruction:

 Completed:  Yes  No

**WORK EXPERIENCE DETAILS**
**Most recent or current job**

Company:
Web site:
Job title:
Job description:

Start date
Date: / / (day/month/year)

End date
Date: / / (day/month/year)

**Previous job**

Company:
Web site:
Job title:
Job description:

Start date
Date: / / (day/month/year)

End date
Date: / / (day/month/year)

**TERMS AND CONDITIONS**

- All internship placements are unpaid. Placements can be in Metro Vancouver's Translink zones 1, or 2. Average travel time to host is between 30 minutes and 1 hour - though it can be longer.
- Vancouver Internships will typically arrange the student's first internship interview 2 weeks before their internship start date.
- If a student fails their internship interview, they will be informed of the reason for their failure. Vancouver Internships will then arrange a second interview. The student's internship date may be moved 1 week later to give enough time for a second interview.
- Students will go to interviews until they are given an internship offer. They will go to a maximum of 5 interviews. If a student fails 5 interviews, they will be given the option of changing programs or withdrawing from the internship program with no refund.
- If a student withdraws from the internship program before their interview, they will receive a full refund of their fees, less a \$300 administrative fee.
- If a student withdraws from the internship program after their interview has been arranged, they will not receive a refund.
- Students who refuse an internship interview for any reason, will be withdrawn from the program and will not receive a refund.
- Students who refuse an internship placement offer for any reason, will be withdrawn from the internship program with no refund.
- If a student is laid off from their internship placement (and has at least 3 weeks remaining), a new start date will be issued 1 week from the date of layoff. The student will be placed at a new host company at no additional cost. If a student has less than 3 weeks remaining in their internship, their internship will be ended with no refund.
- If a student is fired from their internship for poor performance, poor attitude, lateness, or poor attendance, their participation in the program will end with no refund and no re-placement. If a student is fired from a company for poor English they will be considered laid off (see point 9).
- If a student requests to end their internship early, they must give at least 5 days notice to Vancouver Internships and their host company. If they are quitting due to racial or sexual harassment, or abuse of any sort, they will be considered laid off (see point 9). If a student quits with no notice to the host company or Vancouver Internships, they will not receive a refund or a new placement.
- Students must complete regular monthly reports during their internship placement.
- If a student would like an unpaid vacation during their internship, they must request this of their employer directly. Students must give Vancouver Internships 5 days notice of any approved vacation time. The employer has the right to decline vacation time.
- If an internship host offers the student a paid job, they are free to accept. Visa processing will be the responsibility of the student and their employer. Vancouver Internships and the school will not be involved in any way.
- Students must adhere to all employer rules and regulations (written or unwritten).

I the undersigned have read and agree to the above terms and conditions, and I confirm that all of the information I have written on this page is true.

Applicant's signature:
Date: / / (day/month/year)